



## WATERVILLE PLANNING BOARD MINUTES

DATE OF MEETING: July 26, 2021

VENUE: Via Webinar

MEMBERS PRESENT: x Samantha Burdick, Chair  
x April Chiriboga  
x Tom DePre  
x David Johnson  
x Hilary Koch  
x Uria Pelletier  
x Bruce White

STAFF PRESENT: Ann Beverage, City Planner

### MINUTES:

Tom DePre made a motion to approve the minutes of the July 12, 2021, meeting. David Johnson seconded. Vote 7-0 in favor.

### CONFLICT OF INTEREST:

Bruce White and Hilary Koch both reported potential conflicts of interest in regard to the requested rezoning of the Sacred Heart Church. Bruce is a member of the parish and diocese. Hilary is a member of the Methodist Church across Pleasant Street from Sacred Heart Church. In both cases the Board voted unanimously that there was no conflict.

### ITEM 1: Public hearing on a remote participation policy to allow for attending future meetings via Zoom.

City Solicitor Bill Lee told the Board that because the governor's state of emergency has ended, the Board must adopt a remote participation policy in order for Board members to meet remotely. A Board member wishing to meet remotely will be required to request permission from the Planning Board chair prior to the meeting. Solicitor Lee stated that the chair of the Board should authorize remote participation for only a month or so at a time. If a Board member is allowed to meet remotely, the public also must be allowed to meet remotely.

### ACTION 1:

Samantha Burdick made a motion to approve the remote participation policy as presented. Bruce White seconded. Vote 7-0 in favor.

ACTION 2:

The City has leased a meeting room at the Elm for all Tuesdays for a year beginning in August. The City's furniture and audiovisual equipment in that room will be available to the Planning Board. Using that equipment will facilitate meetings via Webinar.

David Johnson made a motion to move Planning Board meetings from the first and third Mondays of each month to the second and fourth Tuesdays of the month to be able to meet at the Elm. Tom DePre seconded. Vote 6-1 in favor.

After the meeting of Monday, August 2<sup>nd</sup>, which already has been advertised, the Board will meet at the Elm.

ITEM 2: Discussion Only: Report to the City Council concerning rezoning of the Sacred Heart Church property at 72 Pleasant Street and 5 Middle Street. This report is in accordance with Section 5.18 (Contract Zoning) and Section 7.1.4 (Report of Planning Board) of the Zoning Ordinance.

Attorney Jim Katsiaficas told the Board that at the public hearing on Monday, August 2<sup>nd</sup>, the Board must address how the comprehensive plan supports its recommendation to the City Council in regard to the rezoning of Sacred Heart Church. The memo that the Board sends to the City Council also must include the Board's assessment of existing and permitted uses.

The Board responded to a draft memo to the City Council prepared by Attorney Katsiaficas. That memo was based on the Board's earlier recommendations. Mr. Katsiaficas will amend the memo to reflect Board comments at this meeting and amend it again if public comments at the hearing on Monday, August 2<sup>nd</sup>, cause the Board to change any of its earlier recommendations.